

WESTCOMM
BOARD OF DIRECTORS MEETING COMBINED
WITH FINANCE COMMITTEE AND
OPERATIONS BOARD MEETING

OCTOBER 1, 2021 11:00 A.M.

Google Meet Meeting

[HTTPS://MEET.GOOGLE.COM/DAV-EVPP-FFA](https://meet.google.com/DAV-EVPP-FFA)

In Attendance:

Lyn Simmons, Longmeadow Town Manager
John Beaulieu, Chicopee
Erin Hastings, Executive Director, WESTCOMM
Khristy Lord, Deputy Director, WESTCOMM
Mary McNally, Town Manager, East Longmeadow
Steve Kozloski, Chief, Monson Police
Robert Stocks, Chief, Longmeadow Police
JoAnn Kupiec, WESTCOMM
Paul Pasterczyk, Treasurer, WESTCOMM
Chad Thompson, Purchasing Agent, Longmeadow
John Dearborn, Chief, Longmeadow Fire
Stephen Lonergan, Town Accountant, East Longmeadow
Holly Davis, Chicopee Police
Carl Mazzaferro, Longmeadow Police
Jay Parker, IT Director, WESTCOMM
Andrew Vernon, IT Director, City of Chicopee
Jennifer Leydon, Finance Officer, Longmeadow
Stuart Beckley, Town Manager, Ware
Michael Nelligan, Powers & Sullivan
Daniel Dupre, Deputy Fire Chief, Chicopee

1. Meeting called to order 11:02 A.M. Rollcall done: Present were Lyn Simmons, John Beaulieu, and Mary McNally, rollcall was done, 3 present.

2. Approve & or Modify minutes from the meeting held on September 3, 2021. John Beaulieu made the motion to accept the minutes as written, it was 2nd by Mary McNally, 3 yes, motion passed.

3. Old Business:

645 Shawinigan Drive: Feasibility Study was completed, OPM – Chad drew up bind to be posted, once OPM is received, it can then move to the design phase.

Figure out what the not to exceed price is, review scope, waiting on information from the Board.

4.5% is high for Project Manager, the average is 3%

Architect fees are higher than RFQ, Kaestle Boos is at 15%, the RFQ was posted not to exceed 10%, and the RFQ will need to be rejected if Kaestle Boos does not agree to the 10%. It was questioned if it has to be a percentage or can it be a set amount.

John Beaulieu made a motion to set the RFQ at 3%, it was 2nd by Lyn Simmons, roll call was done, 3 yes, motion passed.

It was agreed that Monson Savings would put a sign up, they are currently waiting on a permit from the City of Chicopee, John Beaulieu will check into it.

Ware Implementation: Switch came in, Jay is programming with Integration Partners, and the project is on track for the 2nd week in November for Ware to come on board.

The Liaison is making trips back and forth to Ware.

Treasurers Position/Purchasing: Treasurer was hired and started on 9/13/21, Ashley Lamoreaux. Ashley is currently looking at different software.

An offer was made to an individual for the Purchasing position with a possible start date of 10/15/21.

Radios: Met with Ops, Issue with Longmeadow and East Longmeadow. Difficult to hear dispatchers. Patch cable replaced on their side, Chief Stocks stated he will check to see if clarity has improved.

Report on 911 Regional Meeting 9/28/2021: Turnout was good, the State pushed regionalization. There were 7 Municipalities represented at the meeting, both FD and PD, seems to have more FD interest than PD. Met 911 expectations by holding the Regional meeting. Some Communities were concerned about current dispatching positions in their Communities, but were told those employees would be granted an interview if they so choose to.

4. New Business:

Update from Finance: Will have a recommendation by next meeting on the Bond Counsel and Financial Advisor.

Mike Nelligan from Powers and Sullivan gave a presentation on the FY 20 audit (see attached)

They are ready to start a new audit when the FY 21 information is ready.

Fire Ops Update: EFD live on 9/20, so far going very well.

Police Ops Update: Director has been being briefed on EPD update, live 10/20. Juliet Brown is looking into posting EFD & EPD Education Videos on local T.V. stations/Access Channels.

IT Update MOU Draft update: the Sub Committee is meeting every Monday until the outline for the MOU is done. They are currently 1/3 through the outline.

Background & discussion on Uniform Operation Policies: Erin updated Police & Fire Ops, to make sure they are on the same page, Radios being done, making sure they are consistent and working across the board. New Towns will need to conform to the current policy and procedures to be consistent across the board.

5. New Business not reasonably anticipated within 24 hours: Erin met with Hampden County Sheriff regarding dispatching for Specialty Units, cost and how much to charge was questioned. It was suggested a minimum of \$100,000, no grant reimbursement, any buildout would have to fall on them, out of the area.

The Sheriff's office will be asked to do a presentation to the BOD & Ops Committees. They would be part of WESTCOMM uniform policies.

John Beaulieu made a motion to bring the Sheriff's Department in to make a presentation before the Committee, on what they are looking for. Mary McNally 2nd the motion, a rollcall was done, 3 yes, motion passed.

6. Adjourn: A motion was made by John Beaulieu and 2nd by Mary McNally to adjourn the meeting. Rollcall was done, 3 yes, motion passed. Meeting adjourned at 11:57 A.M.